

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**MONTANA STATE PRISON**  
***An Equal Opportunity Employer***

April 14, 2008

<b>Job Title:</b>	Driver's Licensing Coordinator	<b>Position No.:</b>	26215
<b>Division:</b>	Montana Correctional Enterprises	<b>Bargaining Unit:</b>	005 MFSPE
<b>Location:</b>	Deer Lodge	<b>Supplement:</b>	YES
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	8:00 – 4:00 Mon- Fri
<b>Salary:</b>	\$11.70/hr <i>New to State</i> Government to \$14.62/hr DOE		
		<b>Band:</b>	4

**Application Deadline:** Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

**Personnel**

600 Conley Lake Road  
Deer Lodge, MT 59722

**fax to** (406)846-2950

**email to** [whislop@mt.gov](mailto:whislop@mt.gov)

**No later than 5:00 p.m., May 1, 2008**

Application materials are available on the web at [www.cor.state.mt.us](http://www.cor.state.mt.us).

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext 2202.

**Equal Employment Opportunity Employer:** Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:** Supervises and coordinates the MCE and State of Montana driver's license process. Administers all aspects of the MCE Driver's License program including, on site permits, class D original, renewals, exchanges/transfers, license replacements and assists with information/requirements for upgrades to a commercial driver's license. Evaluates eligibility of inmates for licensure and conducts written examinations of applicants by determining the Class and Type of license they require, verifying application information, and administering and scoring the appropriate tests. Performs National Driver's Record (NDR) research using Department of Justice secure database to ensure that there are no unresolved problems (i.e., driver is not suspended, revoked, or cancelled in another jurisdiction, etc.). Coordinates security clearances with MSP for inmates going off-site for driver testing, works with Administrative Review, and does security clearance letters. Assists and advise inmates how to clear driver's license problems, such as suspensions, fines and revocations, including facilitation of payment of fines from inmate's to the specific jurisdiction. Provides inmates with the resources to obtain a certified copy of their birth certificate or other pertinent documents to meet proof of identity, age and address requirements. Provides inmates with self-study learning material to assist them in preparing for their Department of Motor Vehicle (DMV) tests. Evaluates and recommends prospective basic controls skills test course sites to determine appropriate sites for skills testing and assessment. Supervises driving practice sessions to increase inmate driving skills. Administers the Class D driving skills practical test to qualifying inmates and re-exam drive tests if called for. Get appropriate approvals and schedules driver's license photographs and eye examinations with the local DMV driver's license examiner and makes sure an appropriate site at the institution is reserved for this purpose. Provides direct supervision to the DMV employee who is in charge of pictures and eye exams while on site. Enters

collected data into the MCE developed driver's license database to insure accurate reporting as requested by MCE management, law enforcement organizations, and other state agencies. Provides the State's driver examiner located in Deer Lodge all applications (renewals, duplicates, originals and test data), to be entered and recorded in the DMV driver license database. Maintains an inventory of driver's manuals, forms and supplies that support the driver's licensing process. Compiles and maintains record files on all of the inmates requesting assistance with driver's license issues. Answers questions and provides advice to the public regarding licensing policies, procedures, and regulations. Supervises the inmates involved in obtaining MCE permits, original licenses, renewals, exchanges, and upgrades. Provides supervision and security for inmates involved in the driver's license process. Conducts searches and shakedown of the work area and assigned MCE driver's skill test vehicle. Documents all results of searches. Enforces facility policies to ensure a safe and secure work environment and facility,—by constant observation, documentation, and reporting. Performs evaluations and disciplinary functions for all inmates under their supervision. Supervises the inmates in the safe and proper operation of an automotive (car or light truck) vehicle. Provide reports and information for inmate evaluations and inmate payroll. Enforces current security and operational policies and procedures. In the event of an emergency, assists security staff with pat down and strip searches of the inmate work crew. Performs background checks using the Criminal Justice Information Network (CJIN)/National Crime Information Center (NCIC) Systems. Assists and instructs eligible inmates on procedures that include the required inmate personal information and documentation needed to obtain a replacement social security card through the Social Security Administration and maintains confidential and accurate records on the number of completed inmate social security card replacements. Performs all tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures. Cooperates with staff and demonstrate respect for other employees which contributes to a positive and efficient working environment. Complies with all Department, Division and unit policies and consults, as needed or required, with supervisors to obtain clarification or to address concerns.

**Qualifications:** Extensive knowledge of laws, rules, and regulations related to Department of Motor Vehicle driver's license endorsements, driver improvement, movement of traffic, general highway safety functions, and operations required for testing. Working knowledge of the Criminal Justice Information Network/National Crime Information Center Systems. Extensive knowledge of screening practices in order to obtain inmate's driving records through the Montana Motor Vehicle Division. Thorough knowledge of clerical procedures and systems such as computer technology, managing files and records, and other office procedures. Thorough knowledge of laws, government regulations and agency rules and regulations in the driver's license process. Thorough knowledge in assessing applicant's knowledge of basic vehicle control skills through manual tests, safe handling and adherence to motor vehicle traffic laws through written tests and practical road tests. Skills necessary to perform and/or supervise all of the operations and activities involved in the MCE Inmate Driver's License Program. This position requires demonstrated skill in driving, backing, docking, and performing routine safety inspections on passenger vehicles; safely operating vehicles in all weather and road conditions; analyzing technical and legal documents; and specialized skills in the operation of equipment used in administering driver tests. Skills in assessing and examining operational components of vehicles involved in tests. Possess certification on administering the driver's license process through the DMV. Skills in problem resolution in dealing with appropriate governmental agencies and with inmates. Communicating effectively both orally and in writing as appropriate. Skills in utilization of computers, working with data entry on database programs and internet research. Coordinate testing schedules and appropriate testing sites. Present and interpret information both verbally and in writing. Act with initiative, good judgment, and with a minimum of supervision. Follow written and oral instructions and to perform accurate and thorough work in high stress situations.

**Education and Experience:** These knowledge, skills and behaviors are typically acquired through a high school diploma or equivalent and plus1 to 2 years of job related work experience.

#### **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT**

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).  
**Portions of the application may be photocopied if legible (see page 1 for instructions).**

2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** The normal entry salary is \$11.70 hourly, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

